

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency Community Action of Ventura County, Inc.
Address 621 Richmond Avenue
City Oxnard, CA 93030

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Socorro Lopez Hanson
Title Executive Director
Phone 805-436-4028
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E-mail Address socorroh@ca-vc.org

Section II - Certification

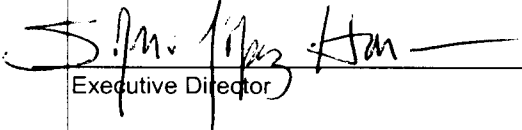
- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.



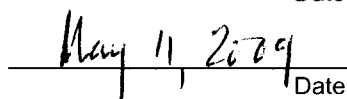
Community Action of Ventura County, Inc. acknowledges that we are required to track and report CSBG Recovery Act program activities separately from all other CSBG funding.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

Board Chair


Executive Director

Date


Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 09-335-6061

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 4R9D8

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

Community Action of Ventura County is making a copy of CSBG Recovery Act Local Plan available at our website which is located at www.ca-vc.org and at the CSD website and posting in all of our offices.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

Green Home Enterprise of Ventura County – As Ventura County's largest home energy conservation provider, CAVC will use its experience to create a Green Home Social Enterprise. This will initially create 9 jobs with the opportunity of hiring more individuals as the program expands. Services will be provided to low-income residents of Ventura County. CAVC will collaborate with local education institutions for the training of new personnel, the Workforce Investment Board and the Ventura County Energy Alliance. Projects will target those areas that current grant funded home weatherization does not cover, such as: solar energy devices and ADA compliant modifications for the elderly. Offering such modifications will save clients additional money, which can in turn be used to increase self-sufficiency. Funds will be used for employee wages, purchase inventory, tools, and vehicles.

El Centrito de Santa Paula – Due to termination of prior municipal funding, the Santa Paula Police Department Storefront, which employs 2 full time employees and 4 part time employees, is going to close. CAVC plans to cover the salaries of these employees, thus directly retaining 6 jobs that would have otherwise been lost. Not only would jobs be lost but also the integral services run out of the storefront would negatively impact the community of Santa Paula and create more job losses due to the closure of services like the Boys and Girls Club, which allows parents to work during after school hours. Services that will be saved include help with immigration paperwork, ESL classes, Lease Assistance and the Boys and Girls Club. CAVC will also use the facilities for our outreach programs to include legal services, Home Energy Assistance Programs, and Home Weatherization.

Equal Access to the Law – CAVC currently provides legal services to low-income families. Due to the current economic crisis in California, demand for such services has outpaced our program's ability to provide services to those in need. One part time attorney and one part time legal assistant currently staff the legal department. In order to meet the needs of the community, CAVC will expand the current legal program to include: on site services in local communities, legal internships for law students, and community advocacy for low-income and homeless members of the community. Access to legal services at a community level will substantially contribute to sustaining economic growth and internships will increase local employment opportunities. Legal assistance will be expanded to have an attorney on site at numerous community centers throughout Ventura County including the cities of Ventura, Simi Valley, and Santa Paula.

Capacity Building - CAVC will lease an additional location to handle the increased personnel and programs. Due to a 38% turnover rate which is a result of sub-competitive pay, CAVC will also increase benefits for in-house positions that currently have below average rates of pay. This will not only help the families of the CAVC employees but will help CAVC retain skilled employees which will directly result in more experienced employees, more thorough services for our clients, and create careers out of existing jobs. A Contract Compliance Officer will be hired to ensure additional programs are reported accurately and transparently. CAVC will develop a new Strategic Plan which will focus, streamline, and prepare the company for additional changes in the future.

Homeless Transition Center Jobs Lab – The creation of a computer lab will have a profound benefit to Ventura County's homeless population. Weekly classes will be held for computer and internet use, Microsoft programs, resume writing, interview skills, and job search and application in an effort to increase basic skills and break down additional barriers that prevent many from gaining employment

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B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

The main facilities for Community Action of Ventura County are located near downtown Oxnard. The home office houses five separate community service programs, corporate management and a drop-in center for the local homeless population. ARRA projects will be delivered through outreach programs throughout the County to include: information sharing between like-minded agencies, targeted advertisement, and collaboration with partners and subcontractors. The area served is Ventura County.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

Through the ARRA funds, Community Action of Ventura County will create much-needed "green" jobs. New positions will be targeted toward the low-income population to include training for both short and long-term employment opportunities in an expanding industry. Increasing the current capacity of CAVC's employment force through increased benefits will result in greatly needed job retention increase from our current 38% turnover rate and will create careers out of existing jobs. Expanding the current workforce will provide for additional employment opportunities, increase local economic growth and will allow CAVC to further meet the County's needs.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

Through the cooperation of partnerships, subcontractors, and community leaders CAVC looks to not only fill gaps in service areas but also develop a more open referral system between local agencies. CAVC will accomplish this by meeting one-on-one or in groups with local, like minded agencies to develop a network of low-income service providers. Members of CAVC and partner agencies are then educated on the services so that the most accurate information can then be disseminated to clients in need and services matched with specific needs. If there is a gap in service areas CAVC will lead the effort to co-develop programs to fill the specific needs.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

In anticipation of ARRA, CAVC is looking to partner with or expand current coordination with local high schools and colleges, the Ventura County Energy Alliance, Catholic Charities, Salvation Army, Boys and Girls Club, and the Ventura County Homeless Coalition. Through the coordination of these like minded agencies CAVC is able to coordinate services, refer qualified clients, and share helpful information. The continued development of current partnerships and future partnerships is and will continue to be priority for Community Action of Ventura County and the continued success rate of each program.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

CAVC will use the funds to support innovative community and neighborhood initiatives to include the creation of new "green" jobs, retaining existing community employment, and expanding CAVC's services which promote food distribution, housing retention, and other employment related community needs. Specifically, CAVC will be sustaining an integral neighborhood based initiative which helps families in the community deal with issues that would otherwise lead to unemployment and continued dependency on helpful programs. CAVC will also increase its homeless transition rate by holding classes on basic computer use, program use, resume' writing and practice interview sessions.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

Community Action of Ventura County has held a series of meeting throughout Ventura County that were advertised and open to the public. The meetings were moderated by a third party, recorded, and are currently being developed into a focused Community Action Plan. As a result of these meetings, CAVC has been able connect with individuals and families in the community and find out what their greatest concerns are. CAVC has made a successful effort to develop ARRA programs, which target those specific needs and concerns.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

All CAVC programs target low-income and homeless individuals and families in Ventura County. Benefit enrollment is coordinated through CAVC intake specialist following the CSD guidelines. Eligibility is determined through income, housing, health care needs verification as applicable.

CAVC currently anticipates it's only sub grantees to be the City of Santa Paula and Ventura College of Law. Service areas will include the entire County of Ventura.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

CAVC's outreach projects run on a weekly and monthly basis reaching out to every corner of Ventura County and making our services broadly available throughout each month of the year. CAVC will use its current outreach venues to connect with communities throughout the county about the availability of additional services made available by the ARRA funds. CAVC has also began redevelopment of its website, advertisements on 200 local buses, newspaper and radio interviews, and looks forward to a \$25,000 CAL/NEVA sponsored web advertisement campaign centered around Community Actions role in the ARRA distribution.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

Community Action of Ventura County currently has continuing agreements with the Southern California Gas Company and Southern California Edison to provide services through LIFE programs. This allows CAVC to leverage Weatherization dollars for qualified low-income households. In addition, this leveraging provides additional services, helps customers save dollars that would normally be spent on energy, to be used for basic necessities and helps achieve self-sufficiency.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

Currently, CAVC has already provided 8 new job placements and training for the energy programs and expects to increase the number of placements as more funds become available. CAVC plans to further coordinate with the Ventura County Energy Alliance to help provide energy employment training and job placement.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Green Home Enterprise of Ventura County
Cost	\$450,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 9 <input type="checkbox"/> Retained #
Description	Green home improvement social enterprise that will focus on serving those in Ventura County that do not qualify for the no-cost services.

A.2) Project/Activity #2

Title	El Centrito de Santa Paula
Cost	\$50,000
Est. # of Jobs	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # 41
Description	CAVC will use funds to keep Santa Paula's Storefront open for services. This will directly retain 6 jobs and programs that have a positive impact on Santa Paula's disadvantaged neighborhoods.

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A.3) Project/Activity #3

Title	Equal Access to the Law
Cost	\$86,577
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1.5 <input checked="" type="checkbox"/> Retained # 20
Description	Expansion of legal program to provide access to no-cost and low-cost legal assistance to those who qualify. Legal Aid will assist with issues that, if left unresolved, would lead to unemployment.

A.4) Project/Activity #4

Title	Capacity Building
Cost	\$490,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1 <input checked="" type="checkbox"/> Retained # 15
Description	Leasee additional location to handle the increase in personnel and programs while increasing employee benefits to curb a 38% turnover rate

A.5) Project/Activity #5

Title	Homeless Transition Computer Lab
Cost	\$10,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 5 <input type="checkbox"/> Retained #
Description	The purchase of 5 computers will make computer readily available to CAVC homeless clientele for the purpose of learning computer skills, resume creation, and job search and application

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.2) Subcontractor Project/Activity #2

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.3) Subcontractor Project/Activity #3

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

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B.4) Subcontractor Project/Activity #4

Title		
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		

B.5) Subcontractor Project/Activity #5

Title		
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
NPI – 1.1, 2.1, 4.1	Green Home Alliance of Ventura County	Provide "green" job training, home energy improvement, and solar energy installation.
NPI – 1.1, 2.1, 2.2, 4.1, 6.2	El Centrito de Santa Paula	Community Center in Santa Paula which provides services for low-income individuals and families. Services include: Legal, HEAP, English as a Second Language (ESL) Boys and Girls club, and Lease Assistance.
NPI – 1.1, 4.1, 6.2	Equal Access to the Law	Provide free legal service for low-income individuals and families.
NPI – 1.1, 2.1	Capacity Building	Hiring new positions, purchasing supplies, increasing benefits and leasing facility to administrate new programs
NPI – 1.1, 1.2, 2.1, 4.1	Homeless Transition Center Jobs Lab	Computer lab will be made available to assist homeless clients with learning computer skills, job hunting, and resume building.

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

None scheduled

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☐ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

Administrative costs will be used to increase staff in the Fiscal Division. The measurable outcomes can be measured by the need for increased reporting and accountancy required by the ARRA.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

None

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

Over the past 3 years, CAVC has been involved in 3 legal proceeding. Two were personnel in nature and one was a dispute with a client confirming weatherization services were provided to the client. All these matters have been resolved without judgement being entered.

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

Potential barriers include finding the appropriate school to contract the training program. Additionally some concern has been expressed in regards to reporting jobs created or retained as an indirect result of specific programs.